

Vacancy Announcement

VA Medical Center, Martinsburg, WV 25401

POSITION AND GRADE	Emergency Management Specialist (Area Emergency Manager) GS-301-13
SALARY RANGE	\$77,064 - \$100,180 per annum (includes locality pay of 19.52%)
LOCATION	Emergency Management Strategic Healthcare Group Northampton, MA
ISSUE DATE	November 21, 2005
CLOSING DATE	December 13, 2005

SPECIAL NOTICES

- **Relocation expenses are authorized for current Federal employees only.**
- **Relocation bonus is not authorized.**
- **Position requires approximately 4 days travel per month. (All modes of transportation). Selectee may also be deployed to disaster or emergency operation sites.**
- **Secret Security Clearance will be required for this position.**
- **Annual physical requirements are established for this position.**

AREA OF CONSIDERATION: Any career employee, career-conditional employee appointed from a Civil Service (OPM) Register prior to October 13, 2005, or any employee serving in a Veterans Readjustment Appointment, who can meet the requirements shown below, may apply for this position. Concurrent consideration may be extended to transfer and reinstatement eligibles, and eligibles under special appointing authorities, such as handicapped, VRA, E.O. 12721, and OPM eligibles. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three or more years of continuous active duty may also apply under this vacancy announcement. Department of Veterans Affairs Career Transition Assistance Program (CTAP) eligibles in the local commuting area (Northampton) that are determined to be "well-qualified" for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting (Northampton) area who are determined to be "well-qualified" for this position may apply for special priority over other candidates for this position. All eligibility requirements, including the time-in-grade requirements, must be met within 30 days after the closing date of this announcement. Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.

HOW TO APPLY: **ALL** applicants must submit the following items: (1) Application for Federal Employment, Resume or other form of application or resume, showing the position you are applying for, the announcement number, and the lowest salary you are willing to accept; (2) Supplemental Qualifications Statement addressing the evaluation factors listed below; (3) Copy of your most recent performance appraisal if available; and (4) Copy of your last non-time limited SF-50, Federal Personnel Action, to document your competitive status, DD-214 to verify your military service, documentation from a VA Regional Office to verify a service connected disability, or a letter of referral from a State Vocational office to verify eligibility under special appointing authority for handicapped. **All applications become a part of the Vacancy Announcement File and will not be**

not be duplicated and/or returned. Incomplete applications will not be considered. Missing forms will not be requested from the applicant. ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT. Sorry, no faxes and/or e-mails accepted.

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES: Selectee will serve as an Area Emergency Manager (AEM) and be physically located in Northampton, MA. Incumbent will perform duties required by the Department of Veterans Affairs (VA) and Department of Defense (DOD) Contingency System (PL 97-174) and the National Disaster Medical System (NDMS); be responsible for VHA's coordinated role in the Federal Response Plan and National Security Emergency Preparedness (E.O. 12656) and under other appropriate laws, regulations, directives, and authorities. The incumbent of this position designs, develops, and implements the VHA emergency management program. Incumbent takes action to adopt new operational initiatives and convince others to adopt them. Travel by all modes (air, land, and marine, etc.) of transportation is an essential requirement of this position.

QUALIFICATION REQUIREMENTS: To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Group Coverage Qualification Standard for Administrative and Management Positions, which requires 1 year of specialized experience. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-12 grade level.

THE APPLICATION OR RESUME WILL BE THE ONLY DOCUMENT UTILIZED TO DETERMINE WHETHER QUALIFICATION REQUIREMENTS HAVE BEEN MET, SO IT IS IMPERATIVE THAT IT BE COMPLETE.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on a Supplemental Experience Statement. Failure to submit this supplemental may result in a significant loss of points and adversely affect your opportunity for selection.

EVALUATION FACTORS

- 1. Ability to develop contingency plans that effectively support national emergency management operations.**
- 2. Ability to communicate effectively on a wide range of administrative and technical matters.**
- 3. Knowledge of the federal, state, and local laws, regulations, policies, guides and procedures applicable to comprehensive emergency management (CEM) programs.**
- 4. Ability to manage a national medical evacuation-treatment system in response to national crises, catastrophic events, disaster declarations, and during planned training and exercises.**
- 5. Ability to develop, evaluate, modify, and manage the implementation of emergency management policies, plans and programs.**

SELECTION PROCEDURES: Qualified candidates will be rated and selection made in accordance with our local promotion policy (Medical Center Memorandum No. BPO-31).

All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA.

Note for CTAP/ICTAP Eligibles: In accordance with VA Handbook 5330, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be "well qualified" for this position. To be determined "well-qualified," a candidate will have work experience in a health care organization(s). Candidate will have experience in developing a comprehensive emergency management (CEM) program or other related health care programs subject to Joint Commission on Accreditation Hospital Organizations standards. Candidate will have leadership coordination experience developing intra-agency and interagency programs and/or exercises. Candidate will have independently met and worked with high-level federal, state, and local officials and experts in emergency management operations or similar activities. Candidate has experience working in stressful and uncomfortable environments, taking direction from leaders calmly, and tactfully managing necessary services. Candidate has demonstrated the ability to work, negotiate, follow, and lead within small and large group settings. Candidate will have experience in interpreting federal, state, and local laws, statutes, regulations, policies, guides, and procedures applicable to CEM Programs and be able to provide authoritative advice and emergency management program information. Candidates must submit documentation of eligibility under the VA Career Transition Assistance Plan (VA/CTAP) for special selection priority; i.e., a copy of the certification/displacement letter, along with all other items listed in the "How to Apply" section of this announcement.

Application packages should be mailed to VA Medical Center, 510 Butler Avenue, Human Resources Management Service, Martinsburg, WV 25401. For further information, contact Donna Watts, (304) 263-0811, extension 3246.

Equal Employment Opportunity

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.